

PAYROLL SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Payroll Specialist exists is to performs a wide variety of technical and accounting and payroll duties including work with computerized accounting systems and PC software packages. Supports team approach, has a shared commitment to quality in everyday work, and demonstrates the willingness to assume ownership in completion of assigned tasks in the Accounting and Budget Department. This classification is not supervisory. Work is performed under general supervision by the Payables Manager.

ESSENTIAL FUNCTIONS

Provides written and oral information to city staff concerning payroll inquiries; assists in the preparation of the biweekly payroll; reviews and processes employee payroll changes; processes payroll liability payments; maintains and reconciles a wide variety of payroll accounting records and subsidiary records and systems

Provides superior customer service for both internal and external customers.

Provides a variety of written financial reports for review by management

Demonstrates respect for the customer; answers written and oral requests for routine information, responds to complaints and request for information related to assigned area(s) of responsibility.

Seeks out innovative ways to streamline and improve paper flow processes.

Supports other staff members and is a team player by helping out other personnel with their job duties. Listens and communicates effectively with all those encountered in the course of work.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Computerized financial systems, spreadsheet and word processing software.

All aspects of payroll including payroll input/processing, payroll reports, reconciliation, taxes, and benefits.

Payroll compliance issues and FLSA regulations.

Principles and practices of municipal budget methods and procedures.

Ability to:

Demonstrate strong organizational skills and to manage multiple tasks.

Demonstrate excellent communication skills.

Sit up to 85%, walk up to 15% and stand up to 40% of workday.

Lift and carry reports and filled storage boxes weighing up to 30 pounds.

Work effectively with an on-line system and computerized reports.

Make relatively complex arithmetic computations and prepare statistical summaries.

Operate a variety of standard office equipment including computer terminal using a variety of computer software, copy machine, telephone, and calculator that require continuous and repetitive arm or hand and eye movement to prepare statistical reports, letters, memos and other similar documents.

Establish and maintain effective working relationships with City employees at all levels.

Communicate effectively (verbally and in writing) with all levels of City staff and the public.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to two years responsible experience as a Payroll Specialist in a large organization or municipal environment. Additional years of payroll experience, college accounting course work and/or certified payroll professional (CPP designation) is highly desirable.

FLSA Status: Non-exempt

HR Ordinance Status: Classified